

STATEWIDE
Arizona Air National Guard
Active Guard/Reserve (AGR) Announcement
JOINT FORCES HEADQUARTERS/HRO
5636 East McDowell Road, Bldg M5710
Phoenix, Arizona 85008-3495
PHONE (602) 629-4826: DSN 853-4826
WEBSITE: //dema.az.gov/azng-human-resources

ANNOUNCEMENT NUMBER:
20-418A

OPENING DATE:
15-Dec-2020

CLOSING DATE:
30-Dec-2020

POSITION TITLE, SERIES, GRADE AND POSITION NUMBER:
Supervisory IT Specialist, Lt Col/O5, MPCN: 009602170J

APPOINTMENT FACTOR:
OFFICER ☒ ENLISTED ☐

AFSC:
17D3Y

LOCATION OF POSITION: 162nd Wing, Tucson, Arizona

AREA OF CONSIDERATION: This position is in the Active Guard and Reserve Force and is **open to current members** of the (All Units), Arizona Air National Guard. Individual selected will receive an Active Duty Title 32 Tour with the Arizona Air National Guard. In order to be considered for this position applicants must meet minimum qualifications. **PCS funds are authorized.**

NOTE: This position is subject to rotating shifts, night shifts, and weekends/holidays.

NOTE: MUST POSSESS AFSC 17D3Y.

NOTE: MUST POSSESS DOD 8570 IAM LEVEL III OR EQUIVALENT

NOTE: Placement is contingent upon Control Grade Availability.

NOTE: Start date is contingent upon successful Manpower Change Request (MCR).

INSTRUCTIONS FOR APPLYING:

Applications must be submitted following the instructions on this announcement. Incomplete applications will not be processed. Written explanation is required for any missing documents. The following items are mandatory for all AGR announcements:

- **NGB Form 34-1, Application for Active Guard/Reserve (AGR) Position.**
- **Detailed Resume**
- **AZNG Forms 335-2-R, Knowledge, Skills and Ability Supplement**
- **Current Report of Individual Personnel (RIP). RIP can be obtained from the servicing Military Personnel Flight (MPF). In lieu of a RIP, applicant may provide a printout from the Virtual MPF (vMPF). Select 'Record Review' and then 'Print/View All Pages'. For Enlisted Members, documents MUST show your ASVAB scores.**
- **Copy of current Fitness Test scores, if exemptions exist please include the AF 469. Must be within 12 months.**
- **Copy of AF Form 422, Physical Profile Serial Report and DD Form 2992 (for flight status), Flight Physical. (Both forms must be current within 12 months) This form can be obtained from your Wing Clinic.**

The following documents are not required but strongly recommended for validation of experience/education:

- **Letter of verification of Security Clearance from local Security Manager.**
- **AZ Form 34-1, Arizona AGR Application Supplement**
- **AZNG Form 335-1-R, Military Brief**

APPLICATIONS MUST BE MAILED OR HAND CARRIED TO: Human Resources Office, 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495. Applications must be postmarked No Later Than the closing date on this announcement. The Human Resources Office will not accept applications that are mailed at government expense or forwarded through an internal mail system. Faxed applications will not be accepted. **Electronic applications are only accepted for individuals who are deployed or assigned OCONUS. Please send electronic package, including a copy of deployment orders, by clicking the "Contact Us" link on the Dema.az.gov website then clicking AZNG Human Resources Office link. NO BINDERS OR BOUND DOCUMENTS PLEASE.**

NATIONAL GUARD REQUIREMENTS:

1. Must be in compliance with physical fitness, height, weight, and body fat measurement standards as listed in AFI 36-2905.
2. If selected member is pregnant, orders may commence as long the member can safely perform duties within the restrictions of the AF 469 and with chain of command approval.
3. If required, we will initiate an investigation for a security clearance. Unfavorable results will be cause for your immediate separation.
4. Individuals who cannot obtain 20 years of Active Federal Service prior to reaching mandatory retirement, age 60 for enlisted personnel, or mandatory separation date for officers and those within their first 24 months of an AGR assignment or reassignment must submit a Statement of Understanding prior to the closing date of this announcement. If selected you must submit a Waiver for Exceptional Circumstances through the HRO remote to the HRO for approval. Waivers must justify why it is in the best interest of the unit, State, or Air National Guard.
5. You must meet eligibility requirements of AFI36-2101 Classifying Military Personnel (Officer and Enlisted) and ANGI 36-101 (The Active Guard/Reserve Program).
6. Individuals selected for Control Grade positions are subject to Control Grade availability.

Acceptance of this position requires participation in the Direct Deposit/Electronic Funds Transfer Program

EVALUATION PROCESS: Each applicant must **FULLY SUBSTANTIATE** on their application how they meet the requirements listed in the specialized experience area; otherwise applicant will be considered unqualified for this position. Applications will be evaluated solely on information supplied in the application (NGB Form 34-1) or resume. Experience will be evaluated based on relevance to the position for which application is being made. Include job titles, starting and ending dates (month and year), hours per week, salary, duties/accomplishments, employer(s) name and address, and supervisor(s) name/phone number and permission to contact.

EQUAL OPPORTUNITY: The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or non-membership in an employee organization or any other non-merit factor.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:

Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.

1. Ability to manage, plan, organize, control, and direct the communications activities for the Wing and Base to ensure mission accomplishment and optimum use of resources.
2. Ability to set policy, direct and monitor support and related programs including planning and programming, funds distribution and management, economic analysis assistance, budget administration, material management, and related activities.
3. Ability to establish, advise, and consult on production and quality requirements, mission objectives, equipment requirements and other logistics needs, to ensure requirements satisfy the respective mission sets and obligations.
4. Ability to maintain required information assurance certification IAW DoD 8570.01-M, Federal Information Security Management Act of 2002, Clinger Cohen Act of 1996, in order to ensure the rigorous application of information security and information assurance policies, principles, and practices in the delivery of all information technology services.
5. Ability to communicate effectively both written and verbally.

SPECIALIZED EXPERIENCE: Must possess 36 months of experience, education, or training that approaches techniques and requirements appropriate to an assigned computer applications area or computer specialty area in an organization. Experience planning the sequence of actions necessary to accomplish the assignment where this entailed coordination with others outside the organizational unit and development of project controls. Experience that required adaptations of guidelines or precedents to meet the needs of the assignment. Experience preparing documentation on cost/benefit studies where IT is involved summarizing the material and organizing it in a logical fashion. Experience in managing the function of the work to be performed. Experience which includes leading, directing and assigning work of personnel.

BRIEF JOB DESCRIPTION: This position is located in the Base Communications Unit, Mission Support Group of an Air National Guard Wing. This is an Active Guard Reserve (AGR) position requiring military membership, compatible military skill assignment, and classification. The purpose of this position is to provide supervision, subordinate guidance, and team leadership to dual status, non-dual status, and civilian employees. They are accountable for directing the information and data integrity of all base and tenant organizations, as well as geographically separated units (GSUs) and communications and information functions. As the supervisor, the incumbent coordinates with DOD, AF, MAJCOMS, National Guard Bureau (NGB), other activities, and Wing Flying Units to procure, distribute, maintain, and replace requirements for all information technology (IT) and telecommunications infrastructure. Performs long-term planning and organizational development necessary to accomplish IT and telecommunications functions for programs essential ANG daily operations, training, and readiness missions.

SELECTING OFFICIAL: Lt Col Greg Hoffman
